

ADMINISTRATIVE POLICY
No. 2010-AP-11

COMPENSATION AND BENEFITS POLICY

I. AUTHORITY:

Article VIII of the City's Home Rule Charter ("Charter"), as adopted in 2008, identifies the City Manager as being responsible for the proper administration of all affairs of the City. Specifically Section 8.4 (b) of the Charter grants the City Manager powers and duties including supervising and overseeing all aspects of City functions and activities, service contracts and personnel and departments that report to the City Manager.

In addition, Ordinance No. 2010-O-06, an ordinance amending Article 2 of Chapter 2 of the City's Municipal Code, provides further authority to carry out the administrative affairs of the City. Section 2-2-130 (b)(6) of Ordinance No. 2010-O-06 describes the responsibilities and duties of the City Manager concerning all personnel policies and states the City Manager shall be authorized to promulgate administrative policies, including personnel policies, consistent with federal, state and local laws subject to ratification of the policy by the City Council.

All personnel policies are developed in accordance with federal, state, and local laws. Any changes to federal, state, or local laws affecting the City's personnel policies will be amended in such policies as necessary.

II. PURPOSE OF POLICY:

To ensure compensation and benefits are approved by City Council through the annual budget process.

III. SCOPE:

This policy applies to all City employees, excluding Elected Officials unless otherwise provided by Council policy or law.

IV. DEFINITIONS:

Compensation – is the total amount of monetary and non-monetary pay provided to an employee in return for work performed as required.

Benefits – are a form of compensation paid by employers to employees over and above the amount of pay specified as a base salary or hourly rate of pay. Benefits are a portion of a total compensation package for employees.

V. POLICY:

The City Manager, subject to budgetary approval by the City Council, is responsible for setting compensation and benefit structure and determining whether and when to grant salary increases and to make benefit changes.

Compensation ranges are determined by a market review of other municipalities and private employers in our community. This review is conducted by a third party who utilizes survey data and matches current job descriptions to the survey information. Once an 80 percent correlation between the duties and qualifications of each position is identified, the position is matched to an established pay grade.

Employees are granted merit increases in order to promote efficiency and reward performance. Merit increases are not automatic and are only granted when economic conditions permit. All merit increases are subject to budgetary approval. If a merit recommendation is not granted or approved by the employee's supervisor, the employee will not be eligible for a merit increase until the next annual review cycle.

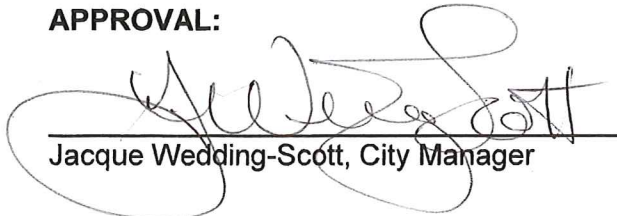
The City's benefits program is reviewed on an annual basis and includes the following:

- 1) Review and evaluate renewal options made available by the City's insurance broker for all insurance carriers;
- 2) Conduct internal employee survey to gain feedback regarding current benefit plans;
- 3) Benchmark current plans and industry standards;
- 4) Work with employee benefits committee to make recommendations for upcoming plan-year design;
- 5) Review and consideration of committee recommendations by City Manager, who then makes final determination regarding benefits program;
- 6) Hold Open Enrollment meetings to communicate benefit information to employees;
- 7) Conduct mid-year plan review to ensure benefits program is running efficiently.

VI. EFFECTIVE DATE:

This policy shall be effective upon signature.

VII. APPROVAL:


Jacque Wedding-Scott, City Manager

3.15.11
Date

VIII. RATIFICATION:

RESOLUTION NO. _____


Cathy A. Noon, Mayor

3.21.11
Date

ATTEST:


City Clerk or Deputy City Clerk